

DEPARTMENT OF THE ARMY  
U. S. ARMY MEDICAL DEPARTMENT CENTER AND SCHOOL  
FORT SAM HOUSTON, TEXAS 78209-6100

MCCS-HHO (350)

MEMORANDUM FOR See Distribution

SUBJECT: Memorandum of Instruction (MOI) for Army Medical Department (AMEDD) Reserve Component Officer Advanced Course (RCOAC), **20 June – 2 July 2003.**

1. PURPOSE. This memorandum provides guidance to students concerning the AMEDD RCOAC conducted at **Trinity University, San Antonio, Texas.**

2. GENERAL.

a. Phase II of the Army Medical Department Reserve Component Officer Advanced Course is conducted by the U.S. Army Medical Department Center and School (AMEDDC&S), with the mission to instruct Phase II of the AMEDD RCOAC. The Leader Training Center provides instructors and administrative staff support to accomplish this mission. All training will be conducted at Trinity University, 715 Stadium Drive, San Antonio, Texas (map enclosed) during the period of **20 June – 2 July 2003.**

b. This course provides general Army and AMEDD specific education and training requirements in military medical support operations and the duties and responsibilities of AMEDD officers. The course contains 95 academic periods of training including instruction over both weekends. The curriculum covers a wide range of subject areas including Combat Health Support in the Corps/Echelon Above Corps; Preventive Medicine for Field Forces; Leadership; Management of CBRNE Casualties; Combined Arms Warfare, and practical exercises.

c. Failure to complete any block of instruction constitutes a **"Does Not Meet Course Standards"** for the entire course.

3. PHYSICAL FITNESS, HEIGHT AND WEIGHT STANDARDS.

a. All students will have height and weight taken during in-processing. The standards for the Army Weight Control Program are enforced IAW AR 600-9 and AR 135-200. Body fat measurements will be taken for students who exceed the screening table weight. Students exceeding the weight standards set forth in AR 600-9 **will not be enrolled** in the course and directed to return home (Reference: Message, DA Washington DC//AMOTR// Subject: APFT and Height/Weight Requirement AMEDDC&S Reg. 351-1 2, Enrollment, Relief, Recycle, and Administrative Disposition of Student Personnel).

MCCS-HHO

SUBJECT: Memorandum of Instruction (MOI) for Army Medical Department Reserve Component Officer Advanced Course (RCOAC), 20 Jun – 2 July 2002

**b. In accordance with AR 350-41, Paragraph 9-8 and TRADOC Reg 351-10, Paragraph 2-7 (h) all students will be required to take and pass the APFT scheduled for Thursday morning, 26 June 2003. All students are required to take and pass the APFT in order to receive a "Met Course Standards" on the Academic Efficiency Report. Students possessing a valid permanent profile will conduct the APFT IAW their profiles. STUDENTS THAT POSSESS A TEMPORARY PROFILE THAT PRECLUDES THEM FROM TAKING THE APFT WILL NOT BE ALLOWED IN THE COURSE AND SENT HOME AT IN-PROCESSING. Again, all students are required to take and pass the APFT in order to graduate from the RCOAC IAW AR 350-41 and TRADOC Reg 351-10.**

4. STUDENT REPORTING DATE/TIME. Students must report directly to Laurie Auditorium, Trinity University, at 715 Stadium Drive. Students arriving at San Antonio International Airport can report to the Military Reception Station for transportation information or take a taxi to Laurie Auditorium, Trinity University. Government transportation will not be provided. Students should report no earlier than 1200 hours and no later than 1800 hours, Friday, 20 Jun 03. **Students arriving after 1800 Friday, 20 Jun 03 hours** must contact the staff duty NCO (SDNCO) at (210) 999-4863, Lightner Hall room 303A. **Students arriving Saturday, 21 Jun 03, after 0600 hours** must report to the Chapman Auditorium Goldroom.

5. APPEARANCE AND MILITARY COURTESY.

a. AR 670-1, Wear and Appearance of Army Uniforms, sets standards of appearance. All students are expected to follow military standards of dress, conduct and courtesy. Saluting and wear of headgear is expected when outside on campus, except in areas designated as "no hat," "no salute" locations.

b. Haircuts will be evaluated during in processing. Students who do not meet standards will be instructed to get a haircut during the clothing sales/PX run on Saturday, 21 June. Absence from class or other duty locations to obtain a haircut is not authorized.

6. DUTY HOURS. Duty hours are from 0730 - 1730, daily. Class training schedules will cover deviations to normal duty hours. We will provide class-training schedules to all students during in processing. Instruction is scheduled during the weekends of 21-22 June and 28-29 June.

7. REQUIRED DOCUMENTS: The following documents are required at in processing:

a. Orders - All students must submit 10 copies of their orders during in processing. Students should retain at least one copy for themselves. **Orders must state, "Report to San Antonio, Texas" to receive the correct per diem rates.** If orders state, "Report to Fort Sam Houston", they must be amended to state "San Antonio, Texas". This is an individual/unit responsibility, not the responsibility of the Leader Training Center. Fort Sam Houston does not issue Statements of Nonavailability. Order for San Antonio, Texas

MCCS-HHO

SUBJECT: Memorandum of Instruction (MOI) for Army Medical Department Reserve Component Officer Advanced Course (RCOAC), 20 Jun – 2 July 2002

will not require a Statement of Nonavailability.

b. DD form 2A (RES) (Identification Card) – Students must report with a valid DD Form 2A (Identification Card) in order to gain access to Fort Sam Houston or enter government facilities. This is a unit and individual responsibility, as the Leader Training Center does not issue identification cards.

c. **Phase I, AMEDD OAC Completion Certificate - those who do not have proof of completion for Phase I will be denied admittance to the course.** Contact the nonresident instruction branch at (210) 221-5896/4851 or 1-800-344-2380 for a replacement copy, if needed.

d. DA Form 3349 (Physical Profile) - Soldiers with a valid permanent profile will be required to take the alternate event APFT.

e. DA Form 5500/5501 (Body Fat Measurement Worksheet) - Students exceeding the Standard Weight Table (SWT) must provide this record. Body fat measurements will be taken for students who exceed the screening table weight during in processing.

#### 8. BILLETING.

a. **Students are required to billet at Trinity University. An exception is possible upon request and OIC approval for students who reside in the immediate San Antonio area.**

b. Trinity University residence halls are located on both the east and west side of the campus. Residence halls are within walking distance of both the classrooms and dining facility. The suites have two sleeping areas and a shared bathroom. Sleeping areas are double occupancy. Two to four students will be assigned to a suite. **Switching rooms in NOT authorized!**

c. The residence halls are air-conditioned. Pillows, blankets, sheets, one full set of towels, soap and drinking cups are provided. Sheets may be exchanged weekly. Towels may be exchanged daily at designated areas in each residence hall.

d. Rooms do not include alarm clocks, radios or televisions. Televisions, connected to cable, are located in all residence hall lounge areas.

e. **Each officer billeted at Trinity University is responsible for full payment for meals and lodging - \$70.00/day (total of \$910.00). Payment in full is required at in processing on Friday, 20 Jun 03. Trinity University will accept payment by cash, travelers check, Cashier Check, American Express, VISA or MasterCard. No personal checks will be accepted by Trinity University.** Should a student incur expenses with Trinity University after in processing, he/she will not receive a course completion certificate until those expenses are paid to Trinity University. If an advance pay is required, students must request it through

MCCS-HHO

SUBJECT: Memorandum of Instruction (MOI) for Army Medical Department Reserve Component Officer Advanced Course (RCOAC), 20 Jun – 2 July 2002

**their home station.**

f. There are no family accommodations available. If your family or spouse, except husband and wife students, travels to San Antonio with you, you must provide lodging (apart from Trinity) **at your own expense**. You still must pay the contracted, \$70.00 per day (\$910 total) to Trinity University.

**g. Extended Billeting. Students who require billeting prior to 20 June and after 1 July must make their own accommodations.**

h. Smoking. Trinity University maintains a smoking policy, which allows smoking only in designated areas. Specific suites are set-aside for those who smoke. Please indicate your preference during in processing.

**9. PARKING.**

a. Students with privately owned vehicles (POVs) are required to park in designated parking areas at the residence halls. All POVs must have a complimentary temporary parking permit displayed while parked on the university campus. Trinity University's parking and traffic regulation will be covered during in processing.

b. Students who receive parking tickets at Trinity are responsible for payment of all fines prior to departure from campus.

**10. FOOD SERVICE.**

a. All meals are provided at Mabey Dining Hall at Trinity University. The service features a wide variety of selections, including a complete salad bar and vegetarian items. Three meals daily (except Sunday) will be offered. One meal is planned on the day of in processing and will be offered as an "ice breaker" following in processing.

b. Students not authorized lodging at Trinity will be required to pay for each meal consumed in the dining hall. Information regarding costs will be provided during in processing.

c. Students must show the need for special diet considerations and inform the Cadre ASAP in order to address the situation. The contracted meal service is the final authority.

**11. RECREATION FACILITIES.** The outdoor swimming pool (open until 2000 hours), jogging trail and track, outdoor basketball/volleyball courts, and softball field (on a reservation basis) will be available for use by students, staff and faculty. The gymnasium and other indoor sports facilities located at the Bell Center will not be available.

MCCS-HHO

SUBJECT: Memorandum of Instruction (MOI) for Army Medical Department Reserve Component Officer Advanced Course (RCOAC), 20 Jun – 2 July 2002

12. FINANCE. IRR and IMA students who want to receive an advance payment must request these advances through ARPERSCOM at least 30 days prior to reporting for OAC. USAR TPU and National Guard students should request advance payments through their units at least 30 days prior to reporting for OAC. Total per diem will not exceed \$68.00 per day. Direct deposit is highly recommended.

13. PERSONAL EXPENSE AND CHECKS. All students must arrive with sufficient funds to cover billeting and incidental expenses during the period of the course. Banks in the San Antonio area determine local check cashing policies. The Post Exchange at Fort Sam Houston will cash checks with a valid military identification card.

14. MAILING ADDRESS/EMERGENCY PHONE NUMBERS.

a. RANK & FULL NAME  
AMEDD RCOAC  
Trinity University  
715 Stadium Drive  
San Antonio, Texas 78212

b. Mail should not be sent to you after Thursday, 26 Jun 03. Express mail may be sent after this date until Saturday, 28 Jun 03.

c. Emergency phone numbers are (210) 999-7800 (during normal duty hours) and (210) 999-7070 (after duty hours).

15. UNIFORM AND DRESS.

a. **The duty uniform is the Battle Dress Uniform (BDU). Students must bring a complete Army Physical Fitness Uniform (PFU) including appropriate running shoes. Either version of the PFU is authorized, but may not be mixed. If needed, soldiers may purchase the PFU at the Fort Sam Houston Military Clothing Sales Store before the APFT. Class A and B uniforms are not necessary or required.**

b. **The Army Physical Fitness Uniform (PFU) will be the only authorized uniform for the APFT. Absolutely no spikes or cleat type running shoes are allowed.**

c. Civilian clothing appropriate to the occasion and commensurate with good taste may be worn at in processing/out processing and after duty hours.

d. A trip to the Military Clothing Sales Store and Post Exchange at Ft Sam Houston is planned early in the course.

MCCS-HHO

SUBJECT: Memorandum of Instruction (MOI) for Army Medical Department Reserve Component Officer Advanced Course (RCOAC), 20 Jun – 2 July 2002

16. SICK CALL. Sick call will be conducted daily (0530) at the Elizabeth Rhea Health Center located on Trinity University. Students requiring further medical assistance will be transported to McWethy Troop Medical Clinic, Bldg. 1279, Fort Sam Houston. If illness occurs after duty hours, the SDNCO will arrange transportation to Brooke Army Medical Center (BAMC) emergency room. Sick call and emergencies will be handled through the Operations Center during duty hours and by the SDNCO on call during non-duty hours. Room and phone numbers will be published at a later date.

17. MISCELLANEOUS.

- a. Visit the [AMEDDC&S OAC](http://www.cs.amedd.army.mil/oac/) website [http://www.cs.amedd.army.mil/oac/] then “CLICK” above “**RCOAC**” for the latest updates.
- b. Personal weapons are prohibited. No firearms are allowed on campus.
- c. Military ID tags and cards are required at all times.
- d. Rooms do not include an alarm clock, calculator, radio or reading lamp. Consider bringing these items in travel size. **Calculators are necessary during the practical exercises.**
- e. Lost room key replacements are \$35.

18. DEPARTURE DATE AND TIME.

- a. Students will be released upon satisfactory completion of the Program of Instruction (POI) and administrative requirements, but no later than 1500 on the last day of the course. Students will out-process according to published instructions provided during the course. **Students should plan to depart Trinity University after 1500, on Wednesday, 2 Jul 03. When scheduling return flights you must consider the following: Trinity University departure time, ground transportation availability and travel time, check-in, and security.**
- b. Reports of Survey, Statement of Charges or equivalent procedures are submitted on any student responsible for, or contributing to, any loss damage or destruction of property during the duty period. All reports will be completed prior to departure.

19. **CONTINUING MEDICAL EDUCATION (CME) CREDITS:** In accordance with U.S. Army Medical Command policy, ***registering at*** <https://conus.mods.army.mil/CMEWeb/Secured/> ***is mandatory for those who wish to receive CME credits.*** Physicians who register on-line prior to arriving and complete an evaluation at the end of the course will receive a CME certificate. Physician Assistants and other healthcare providers registering on-line prior to the class and completing the evaluation following the class will receive a CME certificate of attendance.

MCCS-HHO

SUBJECT: Memorandum of Instruction (MOI) for Army Medical Department Reserve Component Officer Advanced Course (RCOAC), 20 Jun – 2 July 2002

Attendees who do NOT wish CME credits are not required to register. The directions for registration are below:

Go to <https://conus.mods.army.mil/CMEWeb/Secured/>

Click on "Participants"

Click on "Current Activities and Registration" on the left

Under "List of Activities Offered" click on "Retrieve"

Click on "AMEDD Reserve Component Officer Advanced" and follow registration directions

Retain your password and the web site address to complete the evaluation at course end.

### **Continuing Medical Education Credits: Evaluations.**

***In order to receive your CME certificate for RC-OAC, you must complete the on-line evaluation at course end.*** If you have questions, please contact Carol Shaw at (210) 221-7561, or e-mail: [Carol.Shaw@amedd.army.mil](mailto:Carol.Shaw@amedd.army.mil).

1. Go to <https://conus.mods.army.mil/CMEWeb/Secured/>
2. Click on "Participants"
3. Click on "Login" on the left hand side.
4. Enter your user ID and Password (This is the ID that was given to you when you registered for this course). The User ID and Password are the same.
5. Click on "Update Profile" on the upper left. Fill in the empty blanks, especially the email address, as this is where your CME certificate will be sent.
6. Click on "Evaluation" on left
7. Click on appropriate activity name on right.
8. Complete evaluation form and click "submit"
9. You will receive your certificate after ALL registrants return the evaluation or 60 days after class end.
20. The primary point of contact is MAJ John Osborn, Leader Training Center, AMEDD Center & School. He may be reached via the following methods: Phone # (210) 221-7556, (DSN 471), Toll free # 1-800-531-1114, ext. 17556, Email [John.Osborn@cen.amedd.army.mil](mailto:John.Osborn@cen.amedd.army.mil). Additionally, you may browse the OAC web site at <http://www.cs.amedd.army.mil/oac>. This is the Officer Advanced Course Homepage where RCOAC information is located.

MCCS-HHO

SUBJECT: Memorandum of Instruction (MOI) for Army Medical Department Reserve  
Component Officer Advanced Course (RCOAC), 20 Jun – 2 July 2002

21. Component Points of Contact are (National Guard) COL Scholze at (210) 221-7320, or 1-800-531-1114, Extension 17320 or via email [randall.scholze@cen.amedd.army.mil](mailto:randall.scholze@cen.amedd.army.mil). For Reservists, contact LTC Ream, at (210) 221-6342, or 1-800-531-1114 at extension 16342 or via email [joy.ream@cen.amedd.army.mil](mailto:joy.ream@cen.amedd.army.mil).

Encl

Greg A. Griffin  
Colonel, MS  
Chief, Leader Training Center

DISTRIBUTION:

- 1-Each student
- 1-Each Medical Operations Branch Individual
- 1 -AMEDDC&S Reserve/National Guard Component Advisors
- 1 -Trinity University



SUBJECT: Memorandum of Instruction (MOI) for Army Medical Department Reserve Component Officer Advanced Course (RCOAC), 20 Jun – 2 July 2002

